

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

July 19, 2004

The Medina County District Library Board of Trustees met in regular session on Monday, July 19, 2004 at 7:30 pm at the Lodi Community Library.

Roll Call was taken with the following members noted as present: Philip Duke, Michael Tefs, Karen Hammon, Cindie Schneider, Patricia Walker and Shereen Lakhani. Also present were Library **Staff** members: Mike Harris; Director, Brian Hertzel; Business Manager, Betsy Gilder, Christine Gramm, Theresa Laffey, Tina Sabol, Judy Scaife, Al Scheimann and Elaine Frankowski. Guests in attendance were Dan Whisler from David Milling & Associates Architects and Mike Deiwert from The Ruhlin Company.

The **Agenda** was approved upon a motion made by Cindie Schneider and seconded by Karen Hammon. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Patricia Walker - aye, Shereen Lakhani - aye and Philip Duke - aye.

Recognition of Guests and Comments from the Public – President Duke thanked Betsy Gilder, Manager of the Lodi Library, for hosting the meeting this evening. Gilder then introduced her staff on duty who were Maggie Hershberger, Beth Shepherd and Joshua Paul.

A motion was made by Karen Hammon and seconded by Shereen Lakhani to approve the June 21, 2004 **Minutes**. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Patricia Walker - aye, Shereen Lakhani - aye and Philip Duke - aye.

Brian Hertzel discussed the distributed June 30, 2004 **Financial Report** indicating there was no unusual activity and that everything appears to be fine. He will explain the new proposed format for this report later in the Agenda. A motion was made Karen Hammon and seconded by Cindie Schneider to accept the financial report as distributed. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Patricia Walker - aye, Shereen Lakhani - aye and Philip Duke - aye.

Director's Report – In addition to the written report in the Board packets, Harris indicated that circulation statistics appear to be back on track, with significant increase in June. Medina and Brunswick “enjoyed” a new record in monthly circulation. Hinckley is averaging 130 people per day, despite the reduction to 35 hours per week. Theresa Laffey has been accepted into Library Leadership 2004, an OLC venture designed to help develop our future leadership. The Library received a lot of coverage this month with some really good articles, the most recent, a two page spread in the *Gazette* on our Bookmobile and Outreach Services. A Building Update will be discussed later in the Agenda.

The **Personnel Report** was reviewed. Lynn Gagnon has come back to the Library as our new Bookmobile Services Supervisor. Anne Hamrick and Beverly McMillen have returned as Subs. Various educational opportunities were taken by Staff this month and are listed in the report. A motion was made by Karen Hammon and seconded by Patricia Walker to approve the Personnel Report as distributed. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Patricia Walker - aye, Shereen Lakhani - aye and Philip Duke - aye.

The **Finance Committee** met on Thursday, July 15. Hertzelt reported that the Finance Committee met with a representative from Rea & Associates, the outside auditing firm, to review the results of the 2002 and 2003 audit.

Hertzelt referred to the audited financial statements, a copy of which was included in the Board packet. He noted that an unqualified opinion was issued meaning that the opinion was “clean” and that the financial statements present fairly the financial status of the Library for the period under examination.

Hertzelt then referred to the other handout in the Board packet pertaining to the Management Letter. The letter contained three (3) internal control comments and two (2) compliance citations.

Pertaining to internal control:

- It was noted that the Library did not have a written disbursement policy. Hertzelt mentioned that the Finance Department is currently working on a policy and it is the intent to have the policy in place by January 1, 2005.
- It was recommended that the Library have an updated policy and procedure manual. Hertzelt noted that administrative personnel are currently working on a manual. Harris interjected that there will be a need for a Policy and By-Laws Committee meeting.
- Cash accounts were not reconciled on a monthly basis. Hertzelt mentioned that reconciliation is being performed on a monthly basis.

As to the compliance citations:

- Expenditures in the Capital Projects fund exceeded appropriations in 2003. Hertzelt mentioned that this was a “timing” problem in that appropriations were made after the money was spent. He further mentioned that this should not happen again.
- The deputy clerk was not bonded prior to entering the duties of the office. Hertzelt mentioned that the proper bonding is now in place for both the clerk and deputy clerk.

Hertzelt also reported that, at the Finance Committee meeting, a revised format to the monthly financial report was reviewed. He referred to the new version that was included in the Board packet.

He pointed out some of the following changes:

- Category subtotals were eliminated resulting in larger print and less pages.
- Current and prior years’ monthly and year-to-date results are listed side-by-side in order to facilitate a clearer comparison of information over a like-time period.
- Large and/or unusual fluctuations from year-to-year are footnoted.

RESOLUTION 04-26 Upon motion made by Karen Hammon, on behalf of the Finance Committee, it was RESOLVED: That the Medina County District Board of Trustees hereby approves the new format for the Monthly Financial Report prepared by Business Manager, Brian Hertzell. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Patricia Walker - aye, Shereen Lakhani - aye and Philip Duke - aye.

The **Personnel Committee** had no report.

Planning Committee The Resolutions for Lodi will be discussed under New Business later in the Agenda.

Building Update - An important discussion was held pertaining to the Medina Library and the issues with the Historical Preservation Board with regard to the expansion of the Library on the square. The Planning Committee report took a strategic look at what we considered a very disappointing Historic Preservation Board special meeting in July. We need to come to some resolution on architectural plans for Medina within the next month or move on to Brunswick and Highland. While the need for a setback from Washington Street appears to be a given, the uncertainty of any approval of third floor designs here on the square has the library considering a move of our administrative facilities to another location. The Board will ask for a vote at the next Historic Preservation Board for approval of moving the Library back twenty feet with a third floor. This set back, although not what the Library desires, is the most architecturally and financially feasible solution. Should this not be approved, we may have to go elsewhere with the occupants of the proposed third floor. The next meeting of the Historic Preservation Board will be scheduled sometime prior to the 15th of August. (*this date has now changed*) It was also decided by the Board that the Planning Committee should begin meeting at least one time each month, in between the regularly scheduled Board meetings, to take care of issues that should not wait for the next official Board meeting. It was suggested that we try to meet on a Thursday and about 7:00 a.m., prior to beginning everyone's workday. This date will be confirmed in a few days.

Policy and By-Laws Committee will meet on August 16, 2004 at 6:30 p.m., prior to our regularly scheduled Board meeting at Brunswick, to begin preliminary discussions pertaining to the draft copy of the revisions to the Board of Trustees Manual.

There were no **Communications**.

There was no **Unfinished Business**.

New Business: Lodi Library – Approval of Construction Contract Documents & Authorization To Solicit Bid Proposals – A recommended resolution is being made that would approve the Construction Contract Documents prepared by David Milling and Associates for the Lodi Library, dated July, 2004, and authorizing The Ruhlin Company to solicit bid proposals for the construction of the building and associated site work. We believe the plans for the Lodi Library as they are being sent out for bids represent an opportunity to provide outstanding public library service to the southern portion of our service district.

The bidding process will commence upon Board approval and lead to a tentatively scheduled opening of bids in late August. It may require a special meeting of the Library Board to award bids in a timely fashion. **RESOLUTION 04-27** Upon motion made by Karen Hammon and seconded by Cindie Schneider, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the Construction Contract Documents for the Lodi Library and authorizes The Ruhlin Company to solicit bid proposals for the construction of the building and associated site work. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Patricia Walker - aye, Shereen Lakhani - aye and Philip Duke - aye.

The next item was **Lodi Library – Authorization for Business Manager, Deputy Clerk-Treasurer and/or Director to Open Bids** - A recommended resolution is being made that would approve authorizing the Deputy Clerk-Treasurer and/or Director to open bids for Lodi Library construction immediately after the time for filing has expired. While further Board action will be required at a Board meeting after The Ruhlin Company has reviewed all bids, without this authorization we would be required to wait until the next official Board meeting to open the documents for The Ruhlin Company's review.

The Library Annex will be booked for this purpose. Board, staff, and public are welcome to attend. **RESOLUTION 04-28** Upon motion made by Shereen Lakhani and seconded by Karen Hammon, it was RESOLVED: That the Medina County District Library Board of Trustees Hereby authorizes the Business Manager, Deputy Clerk-Treasurer and/or Director to open Lodi Library bids immediately after the time for filing has expired. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Patricia Walker - aye, Shereen Lakhani - aye and Philip Duke - aye.

Upon motion made by Karen Hammon and seconded by Patricia Walker the following donations were accepted **with gratitude**:

- \$60 FROM THURSDAY MORNING DISCUSSION GROUP FOR USE OF BRUNSWICK COMMUNITY ROOM
- \$100 FROM FRIENDS OF THE BRUNSWICK LIBRARY FOR LET'S TALK ABOUT IT PROGRAM

The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Patricia Walker - aye, Shereen Lakhani - aye and Philip Duke - aye.

Trustees' Comments – The Board once again welcomed Brian Hertzell to MCDL and thanked Betsy Gilder and staff for hosting this evening's meeting.

At 8:15 p.m. upon a motion made by Cindie Schneider and seconded by Karen Hammon, the Board moved to enter into **Executive Session** to discuss contractual work. The vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Patricia Walker - aye, Shereen Lakhani - aye and Philip Duke - aye.

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The Board came out of **Executive Session** at 8:45 p.m. upon motion made by Patricia Walker and seconded by Shereen Lakhani. The vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Patricia Walker - aye, Shereen Lakhani - aye and Philip Duke - aye. No action was taken.

The meeting was adjourned at 8:46 p.m. upon motion made by Shereen Lakhani and seconded by Patricia Walker. The vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Patricia Walker - aye, Shereen Lakhani - aye and Philip Duke - aye.

NEXT BOARD MEETING

Monday, August 16, 2004, Brunswick Community Library, 7:30 p.m.

Philip Duke
President

Karen Hammon
Secretary